



AMELIA CONCOURSE PHASE 2
Architectural Review Board (ARB)
Rules and Regulations

AMELIA CONCOURSE PHASE 2 HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW BOARD COMMUNITY RULES, REGULATIONS

This document is intended to provide a consolidated, easy to follow guide for homeowners and residents in the Amelia Concourse Phase II community. It incorporates, expands on, and clarifies the explicit rules from the Declaration of Easements, Covenants, Conditions and Restrictions for Amelia Island Phase II (“Declaration”) and those rules promulgated by the Board of Directors. **This is not an all-inclusive list, and all Homeowners should be familiar with all governing documents** available from the Community Property Management Company:

ALSOP Property Management
112 N. Ponce de Leon Blvd. Unit C
St Augustine, FL 32084
904-647-2619

Regarding rules, the actual language of such Declaration provisions shall govern any issues of interpretation. Failure of an Owner to comply with any limitations, or restriction, or the Declaration of Covenants and Restrictions for Amelia Concourse Phase II, Subdivision Documents, or any Rules and Regulations promulgated by the Association shall be grounds for action, which may include, without limitation, an action to recover sums due to damages, injunctive relief, or any combination thereof. An Owner shall be also responsible for the legal fees incurred by the Association in connection with the enforcement of the above documents.

It is the responsibility of the Homeowner to ensure all residents on their property are familiar with the information, rules, and regulations contained herein. Property owners who rent out their home are required to ensure all tenants are aware of the information, rules, and regulations herein.

ENFORCEMENT PROCESS

The Board of Directors shall have the authority and standing on behalf of the Association to enforce, in courts of competent jurisdiction, the decisions of the ARB. The Board of Directors shall have the authority to impose fines upon the Owner for failure of the Owner, his family, guests or invitees, tenants, or occupants to comply, in accordance with the below procedures.

If the Homeowner is found to be in non-compliance, no more than two (2) warning letters with recommended corrective action for non-compliance for a single violation within a contiguous twelve (12) month period from the last dated warning letter will be sent to the Homeowner.

If the Homeowner does not take the required action after the second warning for a single violation with a contiguous twelve (12) months period, the Homeowner is subject to fines, loss of voting privileges, and will receive notice via the Fine Letter to appear at the Fining Committee Hearing with no less than fourteen (14) days written notice.

The Fining Committee is comprised of at least three (3) members selected by the BOD who are not officers, directors, or related to or live with any of the officers of the Association. The Fining Committee

recommendations are presented to the BOD for final approval.

Upon completion of the Fining Committee hearing, the members of the Fining Committee will decide whether to impose fines or not, and their determination will be submitted to the Board. The Homeowner will be notified in writing no later than five (5) days after the meeting of actions taken on the non-compliance issue.

Daily fines will accumulate and unpaid fines after thirty (30) days of notice can be subject to additional actions including lien placement on the homeowner's property. Fines will begin accruing as of the date of the Fining Meeting when the fine is imposed.

Violation Notification and Fining Timeline

1. **First Notice/Friendly Reminder:** sent upon first violation within a 12-month period for a single violation providing homeowner with 14-days to correct violation.
2. **Second Notice/Violation:** warning letter of non-compliance sent upon second violation within a 12-month period for a single violation providing homeowner with additional 14-days to correct violation.
3. **Third Notice/Non-Compliance Intent to Fine Letter:** Fine Letter- Committee Hearing Notice sent upon third violation within a 12-month period for a single violation notifying homeowner that they are now subject to fines for the violation, loss of voting privileges, and the violation will be reviewed by the Fining Committee.
 - a. Homeowner must be notified in writing no less than fourteen (14) days of date, time, and location of Fining Committee Hearing
4. **Fining Committee Hearing**
 - a. Fining Committee members review all violations for merit in accordance with governing documents. The Fining Committee can impose, modify, or dismiss the fine
 - b. Homeowners have the right to appear before the Fining Committee to discuss/refute violations. Failure of a Homeowner to appear at the Hearing will not delay the proceedings, and the Fining Committee will make their recommendation based on the rules, regulations, and information provided for review.
 - c. The Fining Committee's recommendations will be submitted to the BOD for approval within five (5) days of the Hearing.
5. **Notification of Fine:** Homeowner will receive written notification of Fining Committee's decision in writing within five (5) days of the Hearing.
6. **Payment of Fines:** If a fine is approved, the Homeowner has five (5) days to contact the Association and Management Company to make payment in full or agree to a payment plan in writing.
7. **Collection Process for Overdue Fines:** Unpaid fines greater that are delinquent more than 90 days will be referred to an attorney to begin collection proceedings. The Homeowner will be responsible for any legal costs incurred to collect the outstanding debt.

Tiered Fining Structure

1. Fines of \$100 per day up to a maximum of \$1000 will be imposed on all violations approved by the Fining Committee for all violations not identified as a Tier II Fine.

2. Due to the expense related to correcting certain violations, a Tier II fine of \$5000 will be imposed for all fines related to violations:
 - a. Requiring sod replacement
 - b. Requiring removal of sheds
 - c. Other violations motioned and approved by BOD.

SECTION 1. APPROVAL REQUIRED FOR ALL IMPROVEMENTS.

To ensure the continued value of the property as a community of the highest quality in which all improvements are harmonious in architectural design and aesthetic appearance, the Architectural Review Board (ARB) reserves the right of exclusive power and discretion to approve, or disapprove, all improvements placed on the property. The ARB will provide a reason for applications that are not approved.

The required application form must be completed and submitted for any proposed improvements. No improvement may be made on any part of the Property without the prior consent of the ARB. Applicants receiving approval of proposed improvements may thereafter make minor changes to landscaping and vegetation without further approvals, so long as such changes are harmonious with the previously approved landscaping plans.

In the event any proposed improvement is contracted without prior approval of the ARB or is not considered to be in compliance with approval given or deemed to otherwise violate the provisions of the Declaration and these Rules and Regulations, the BOD has the specific right to require the Owner to stop, remove, and alter the improvements in order to complete with the requirements. If any improvement is completed prior to submission and subsequently denied, the Owner will have thirty (30) days from date of written notification to correct the issue.

SECTION 2. SUBMISSION AND REVIEW OF PLANS

A. Submittal Process

Prior to making any improvements, the Applicant shall submit detailed plans, and specifications set forth in Section 3 below. The ARB reserves the absolute right to refuse approval of any plans which in its opinion are not suitable or do not comply with the terms of this document. The ARB shall evaluate each application for its total effect upon the Applicant's parcel and the overall property. This evaluation may involve matters of judgment and tastes that cannot be reduced to an objective list of measurable criteria. The approval of any improvement does not obligate the ARB to approve applications involving similar designs, aesthetic appearance, or locations on a parcel for other proposed improvements.

B. ARB Fee Schedule

1. There is no fee associated with ARB submissions that follow the approved submission process and timeline.
2. A \$100 late fee will be assessed for ARB applications for improvements completed prior to ARB review and approval.

SECTION 3. PLANS AND SPECIFICATIONS: APPROVAL PROCESS

In connection with the review of any proposed improvement, and unless waived by the ARB, the Applicant shall submit the following documents (accompanied by such additional information and materials, which in the opinion of the ARB may be required for its review):

1. Survey that includes, but not limited to all property lines, setbacks, easements, floodplain boundaries, conservation area boundaries, driveways, walkways, and fences. The proposed surface contours and elevations of portions of the property shall follow the drainage plan as set forth by the county.
 - a. **It is the responsibility of the homeowner to ensure all plans follow property boundaries, easement requirements, setbacks, floodplain and conservation boundaries, county drainage requirements, and all other government and private access authorities.**
 - b. Approval by the ARB does not imply submitted plans follow the above requirements, and full responsibility falls to the homeowner to ensure submitted plans do not violate any access or property limits.
 - c. Any improvements completed by homeowners, or individuals/companies retained by the homeowner, that violate any public access, governmental, or any other regulations remain the responsibility of the homeowner. Corrective action and related costs remain the sole responsibility of the homeowner.
2. Scaled Floor plans or plans denoting location and dimensions of improvement.
3. Elevation drawings showing all sides of any contemplated structure(s).
4. Summary specification list of proposed materials and samples or photographs of external materials and colors, which cannot be adequately described.
5. Landscaping plans showing location, size, quantity and species of plants, trees and other vegetation proposed for use.

After reviewing the application which is deemed complete (that is, a signed application form and all items required for review), the ARB has thirty (30) days in which to approve or disapprove the said application. Applicants will receive written and signed notification of the ARB’s decision. The ARB’s failure to act within this specified period shall **NOT** constitute approval whereupon the work may begin.

SECTION 4. ARCHITECTURAL PLANNING CRITERIA

To achieve the objectives stated in Section 1 of this document and to help applicants plan and design proposed improvements, the following standards are adopted as the Architectural Planning Criteria to be followed.

A. Single family Dwelling Units

Zoning:	RS-2
Max Lot Coverage by Building:	35%
Max Building Height:	35'
Min Setbacks:	

Front:	25'
Side:	10'
Side Corner:	10'
Rear:	10'

B. Roofs and Chimneys

1. The main roof must have a minimum 5:12 roof pitch with small accent areas that can be smaller or greater, but not less than 4:15 for accent areas or structural reasons.
2. All chimneys are required to have caps. All chimney caps, in addition to spark arrestors, must be painted to match the chimney color (or complimentary color of the home is brick)

C. Windows and Doors

1. Decorative glass front doors, screen doors and storm doors are permitted as long as they are approved by the ARB.
2. The frame for a screen door or storm door must match the existing trim on the home.

D. Storm Protection Devices/ Storm Shutters

1. Permanently installed storm protection devices require ARB Approval.
2. The devices must blend into the architectural detail on all elevations.
3. Application for installation must include detailed scale drawings of all elevations.
4. Temporary storm protection devices may be deployed no more than seventy-two (72) hours before the effective time of a declared hurricane watch and must be removed within seventy-two hours (72) hours of a storm passing.

E. Air Conditioners

1. All air conditioner equipment must be located behind or on the side of the house.
2. All equipment must be screened from view with vegetation that is as tall as the A/C equipment within one (1) year of planting, or with ARB approved fencing.
3. No window air conditioner units or similar type that penetrates the exterior of the structure shall be installed in any structure on the property.

F. Gutters

1. All gutters must match the color of the fascia or the installed drip strip.
2. Downspouts must match the color of the fascia or the body color of the home.

G. Driveways and Walkways

1. The driveway and apron must be constructed out of poured-in place concrete, stamped concrete pavers, or brick pavers.
2. County sidewalks must be constructed out of poured-in place concrete even where it crosses over the driveway.
3. All walkways must be constructed out of poured-in place concrete, stamped concrete pavers, or brick pavers.
4. Front and back porches must be constructed out of poured-in place concrete, stamped concrete pavers, pavers, stained or tiled. Modifications and/or additions require ARB approval.
5. Driveways and walkways must be installed as to not restrict or impede the designed flow of drainage.
6. Driveway extensions shall not exceed the total width of the garage.
7. All modifications to driveways and walkways require ARB approval.

H. Landscaping

Landscaping is an essential design element to the community and to the individual homes within this community. Landscape design should be integrated into the design of the home from its inception. The use and preservation of native and naturalized landscape materials is strongly encouraged. Planting plans should strive to have as strong an impact as possible at the time of installation. New planting compositions should employ simple plant massing and a limited palette of plant types to build unity and cohesiveness in the design.

All landscaping will be in accordance with the requirements of the applicable City/County Landscape ordinances. Nothing herein shall be construed to be less than nor to reduce the requirements of the City/County. Landscape plans shall not be at a smaller scale than 1" =10'-0". Landscape on lots must start at the street pavement and must extend to the Conservation Area in the backyard; to the normal water line at lake edge; and/or must extend to and blend with any common area landscape, built or natural, to create a continuous landscape improvement. All trees, shrubs, screen material, berms, paving patterns, ground cover areas and any other information necessary to convey the design intent shall be shown. Plant names, height, spread and quantities of all material should be shown. Plant distances in the case of hedge material and ground covers, and spot elevations where earthwork is part of the design intent, will also be required. Stone type, dimensions, and quantities shall be shown.

1. Acceptable Landscape Materials and Practices

- a. All trees and shrubs shall be Florida No. 1 or better as defined in "Grades and

Standard for Nursery Plants,” Part I and Part II, State of Florida, Department of Agriculture, in the most current edition.

- b. Grass sod shall be Floratam St. Augustine, Floratine St. Augustine or Zoysia
- c. All shrub beds and natural areas not covered with sod shall receive a three (3”) inch layer of mulch or stone.
- d. Bare ground is not acceptable.

2. General Guidelines

- a. Planting and mounding are to be executed in such a manner as to provide positive drainage of all areas. It is the responsibility of the owner/ builder/landscape contractor to ensure positive drainage is maintained.
- b. All sites must be graded to maintain positive drainage.
- c. All yards, from street pavement to property line, conservation area line or normal water line, must be finished with appropriate sod; excepting perimeter foundation shrubs, other shrub and ground cover beds or areas of existing tree preserve.
- d. When installing a pool, the landscape plan must be adjusted to accommodate the minimum perimeter foundation and include shrubs, which wrap and extend around each corner of the enclosure or corner of the deck. The perimeter shrubs must wrap each corner.
- e. Corner Lots with side yards towards the street must be landscaped in a character similar to that of the front yards.
- f. No artificial vegetation is allowed.
- g. Decorative Landscape Borders are permitted with approval from the ARB.
 - i. Borders may be constructed of concrete, stone, or metal.
 - ii. Color must match or complement the primary color of the residence and landscape material on the property.
 - iii. Plastic decorative landscape borders are prohibited.

3. Irrigation Systems

- a. All yards must be supplied with an automatic irrigation system with a rain sensor.
- b. Irrigations wells are not allowed.
- c. An additional water meter for agricultural use may be installed.

4. Trees

- a. No trees may be removed from any lot unless such tree represents a hazard to the residence, other improvements on the lot, or to persons occupying or utilizing the property, without ARB approval.
- b. Existing trees may be replaced with ARB approval and may be placed in an alternate location on lot. All trees must be a minimum distance of 15 feet from the slab. Requests should include the type, caliper, and condition of tree to be removed, and the type and caliper of the replacement tree.

5. Mulch and Stone

- a. Natural mulch and stone are approved materials for use in hedge beds.
 - i. Mulch can be brown, black, or red in color.
 - ii. Stones must have a minimum diameter no smaller than one (1") inch and a maximum diameter of two (2") inches.
- b. White rock, sand, pebbles, wood chips or similar materials shall not be an acceptable alternative to grass, or ground cover in the yard.

I. Garages

1. No garage shall be converted to living space.
2. Garage screen doors are strictly prohibited.
3. Carports are not permitted.

J. Temporary Structures

1. No sheds, exterior storage structures or temporary structures are to be erected or permitted to remain on any portion of the Property.
2. Temporary structures include, but are not limited to, sheds, shacks, barns, or any other outbuilding, or above-ground swimming pools.

K. Freestanding Structures

1. Freestanding structures such as a pavilion, gazebo, cabana etc. must be submitted to the ARB for written approval. The ARB Request must include the signature of the owner of the adjacent parcel(s), acknowledging they were notified of the installation request. The adjacent parcel owners' signature does not constitute approval or disapproval.

2. Approval will be granted only upon merit of the structure and determination that it will not adversely affect the neighborhood.

L. Playground Equipment/ Freestanding Chimneys/ Recreation Structures

1. Playground equipment, freestanding chimneys and/or recreation structures must be placed behind the rear of the home and must be installed behind a fence that meets the fencing requirements outlined in this document.
2. Basketball goals/hoops are permitted.
 - a. Both portable basketball hoops and in-ground basketball hoops are permitted.
 - b. Portable basketball hoops must be secured during any periods of high-winds, official storm watches, or storm warnings. Homeowners will be held liable for any damage caused by an unsecured portable basketball hoop to community or neighboring property.
 - c. When storing portable basketball hoops for greater than seven days, they must be placed out of view in the homeowner's garage or behind a fence. They may not be left lying in a horizontal position in front of, next to, or in an unfenced yard.
 - d. In-ground basketball hoops must be approved by the ARB prior to installation. The design plan must include placement, brand, photo, and dimension of the equipment.
 - e. In-ground basketball goals shall be installed pursuant to local, state, and federal weather/storm codes and follow all manufacturer's guidelines for installation.
 - f. In-ground poles must be installed to a depth of at least eighteen (18) inches in the ground and secured by concrete footing.
 - g. Equipment must be properly maintained and may not have torn nets, multi-colored posts, or structural damage. Improperly maintained basketball goals/hoops must be promptly removed at the owner's expense.
3. Maximum Height of any structure is twelve (12) feet.

M. Screen Room Enclosures and Florida Rooms

1. All plans must be submitted to the ARB for approval prior to construction.
2. All drawings must include dimensions, transition detail between existing house and new structure, roof material (a sample shingle is to be supplied or a picture of the existing home to show roof color).
3. Two-story screen room enclosures and Florida rooms are strictly prohibited.

4. Screens must be black, or dark bronze (almost black)
5. The roof on a screen room must be constructed of the same color screen or be constructed with shingles to match the roof on the existing home and meet roof pitch standards.
6. The plans must include door locations and indicate if a kick plate will be installed.
 - a. If a kick plate is to be installed, landscaping must be installed to screen the kick plate from view from adjacent properties.
7. A landscaping plan with the types and gallon size of materials to be used must also be submitted.
8. Florida Rooms must:
 - a. Meet roof pitch standards.
 - b. Have a roof with shingles to make the roof on the existing home; and
 - c. Be constructed of the same materials as the body of the house or complimentary materials.

N. Window Treatments and Coverings

1. No reflective window coverings or treatments are permitted.
2. All window coverings shall have linings or other treatment so that the exterior appearance of the window appears neutral.
3. No intimidating, harassing, abusive, discriminatory, derogatory, demeaning, obscene, or profane objects shall be placed in windows visible from the street or other locations on properties.

O. In-Ground Swimming Pools

1. In-ground swimming pools are allowed with ARB approval.
2. The submittal must include a current survey showing location of the pool, pool equipment, screening for the pool equipment and construction access.
3. The submittal must include the color of the pool surface (tile & marcite) and sample of the pool deck material. Brochures illustrating the pool surface colors and deck material are acceptable.
4. Pool equipment must be screened from view from the adjacent properties with landscaping, or a fence. (I.E., hedges such as ligustrum and viburnum).

5. A plan for construction access is to be included and if access is on property other than your own, an approval letter from that property owner is required.

P. Hot Tubs

1. Above ground hot tubs are permitted with ARB approval
2. Above ground hot tubs must be contained within a screen room or Florida room.
3. The submittal must include the dimensions of the hot tub, with pictures or brochure.
4. The submittal must include a landscaping or fencing plan to completely screen the hot tub from view from adjacent properties.
5. In-ground hot tubs must abide by Swimming Pool standards.

Q. Antennas and Satellite Dishes

1. No more than one (1) satellite dish and one (1) antenna may be installed on any one property.
2. Any exterior antenna or satellite dish must be submitted to the ARB for approval.

R. Grading

1. No portion of the property shall be graded and no changes in elevation of any portion of the property shall be made which would adversely affect any adjacent property.
2. All homes abutting drainage retention areas must have sod installed down to the normal water level.

S. Trash Containers

1. All garbage and trash shall be stored in closed containers which must be placed and maintained in accordance with rules and regulations adopted by the County.
2. All garbage and trash containers shall be kept within an enclosed area in a location approved by the ARB except when being made available for pick-up.
 - a. Enclosures shall match the exterior siding of the primary dwelling, to include, but not limited to, exterior siding, paint colors, trim, or vinyl fencing material four (4) feet high.
3. Bins for trash and recycling pick-up may not be placed curbside before 5:00 pm the day before pick-up and must be removed by dusk the day of pick-up.

T. Mailboxes

1. In compliance with USPS, centrally located mailbox kiosks have been installed throughout the community in lieu of individual mailboxes.

U. Exterior Accent Lighting, Herb Gardens, and Lawn Ornaments

1. Exterior accent lighting is allowed.
2. Seasonal holiday lighting is authorized to be displayed 30 days prior to the holiday and must be removed within fourteen days (14) days after the holiday unless conditions do not allow.
3. Artificial vegetation/plants are not allowed.
4. Herb gardens are permitted in the rear of the property and must be screened from view with a fence and/or landscaping.
5. Lawn ornaments shall be tasteful and be secured in a manner as to not allow the object to become a wind hazard during a storm.

V. Flags and Flag Poles

1. No covenant shall be deemed to restrict and Homeowner's rights under FLA STAT § 720.304 or H.R.42 – Freedom to Display the American Flag Act of 2005
2. Homeowners may display one American flag, not to exceed 4-1/2 feet by 6 feet from a flag holder properly mounted to the exterior of the primary dwelling located on their property.
3. Homeowners may display an official flag of a current recognized Armed Force of the United States of America, not to exceed two flags. Any flag flown shall not exceed 4-1/2 feet by 6 feet and must be flown from a flag holder properly mounted to the exterior of the primary dwelling located on the property.
4. Homeowners may erect a freestanding flagpole no more than twenty (**20**) feet high, as measured from the ground, on any portion of the homeowner's real property if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.
 - a. Freestanding flagpoles must be approved by the ARB and include height and location.
 - b. The homeowner may display in a respectful manner, one official United States flag, not larger than four and one-half (4 ½) feet by six (6) feet, and

- one additional official flag of the State of Florida, the United States Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, or POW-MIA flag. Additional flags must be equal in size, or smaller than, the United States flag.
- c. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents.
 - d. Yardarm type flagpoles are not allowed.
5. No flag or banner may be displayed that is intimidating, harassing, abusive, discriminatory, derogatory, demeaning, obscene, or include profane gestures or symbols. The ARB reserves the right to request removal of a flag or banner that is deemed to display any such material.
 6. Seasonal holiday flags are permitted to be flown 30 days prior to the holiday and must be removed fourteen days (14) days after the recognized date of the holiday
 7. Small seasonal garden flags are permissible.
 8. No more than four (4) flags are permitted to be flown at any one time if the flags do not violate the rules included in this section. The American flag will be the highest flag on display.

W. Fences

1. All fence requests must be submitted to the ARB for approval.
 - a. Submissions must include a site plan with location of the fence, fence material, height, and location of any gates.
 - b. All requests for fence installation on lots with an easement require additional review and approval from the CDD. The complete ARB packet must be submitted to the HOA for recording. If all required documents are included, the application will be forwarded to the CDD for review and approval. No fence may be installed until written approval is received from the CDD and the HOA. Homeowners are responsible for all costs associated with the removal and or relocation of any fence that impedes on an easement.
2. No fencing may extend beyond the front boundary of the home.
3. Fencing may extend forward of the midpoint of the house to create a flowing fence line with the adjacent house, to enclose windows, gas meters, AC units, and garage side access doors.
4. No fencing shall extend outside the property limits onto water banks or wetlands, or beyond the front boundary of the house.

5. No fence shall be installed outside of the Building Restriction Line (BRL) of the street or curbside of the home.
6. No fence shall be installed within an easement.
7. If a fence already exists along a shared side or rear property line, no other fence may be installed along the same property line (i.e., fences may not be installed back-to-back)
8. Lake Lots approved fencing options include:
 - a. Four (4) foot black, aluminum, open picket fence on all sides of the property
 - b. Four (4) foot black, aluminum, open picket fence on the lakeside of the property, with six (6) foot white vinyl, tongue and groove, privacy fencing along the property line and facing the street. A gradual, sloped transition from the white vinyl fence to the black aluminum fence is required.
 - c. The fence along the lakeside of the property shall include a gate to allow owners to maintain the lake slope down to the water's edge.
 - d. The top rail must be flat, without pickets.
9. Non-Lake Lots approved fencing options include:
 - a. Six (6) foot, white vinyl, tongue and groove, privacy fencing on all sides of the property
 - b. Four (4) foot black, aluminum, open picket fence can be used on the rear property line for lots which abut the Preserve and Conservation areas.
 - c. The top rail must be flat, without pickets.
10. On corner lots, single gates, not more than five (5) feet wide, may be installed on the property line perpendicular to the street with ARB approval. Double gates may be allowed if the side area of the house allows for complete egress.

X. Signs and Banners

1. For Sale signs placed by a licensed realtor are permitted and must be removed when the property is sold
2. Political flags are permitted to be displayed in accordance with the following:
 - a. Political signs can be displayed no earlier than thirty (30) days prior to an election and must be removed within twenty-four (24) hours of the election.

- b. Political signs must be respectful and cannot contain and profanity.
3. No sign may create an obstruction or other safety hazard.
4. Signs must be placed within the homeowner's property limits.
5. No more than three (3) signs may be displayed at any one time.
6. Event signs or banners must be removed within seven (7) days after the event
 - a. Examples include, but are not limited to, yard sale, garage sale, birthday, or graduation signs.
7. Signs or banners that advertise a business of any kind are prohibited.
8. Any sign or banner not addressed above may be displayed with proper written approval from the ARB.
9. Any sign or banner that does not meet the above criteria must be promptly removed from the property within forty-eight (48) hours of written notice.

Y. Installation, Display and Storage of Items

1. Any items stored on a parcel, must be placed on the side of, or in the rear of the parcel, behind an approved fence, so that it is not visible from the parcel's frontage, by adjacent parcels, or by parcels across the lake. All items must be secured during any periods of high winds, official storm watches, or official storm warnings. Homeowners will be held liable for any damage to community or neighboring property caused by unsecured items.
2. This section is not meant to prohibit the use or storage of items used in every day living, to include, but not limited to BBQs, patio umbrellas, lounge chairs, portable firepits, in the rear of any parcel, with or without approved fencing.
3. Any item placed on a parcel that may or may not be considered permanent, cannot reasonably be moved by a single person, and is visible, such as a gazebo, or pergola, continue to require ARB approval and written in these Guidelines.

SECTION 5. PARKING AND VEHICULAR RESTRICTIONS

A. Personal Vehicles

1. All vehicles shall be parked and stored within the garages or paved driveways within the property.

2. Only automobiles bearing current license and registration tags, as required by law, shall be permitted to be parked or stored anywhere on the property except wholly within the garage.
3. No parking is allowed on the street rights-of-way, park areas, swales, or other common property.
4. No resident shall conduct vehicle repairs or restorations for greater than twenty-four (24) hours, except wholly within the garage.
5. No resident shall keep a vehicle on their lot that is deemed to be a nuisance by the ARB.

B. Boats, RV, Trailers, Commercial Vehicles

1. No commercial vehicle, trailer, or motor home may be parked or stored on the property except in the garage.
2. No boats or recreational vehicles may be stored or parked within the property unless surrounded completely such that they cannot be seen from the street or neighboring properties, to include across the lakefront.
3. No bus, tractor-trailer, or any other truck larger than a full-sized pickup may be parked on the property.
4. Boats, recreation vehicles, campers and trailers may be temporarily parked in driveways for the purpose of cleaning, trip preparation, loading and unloading for a period not exceeding forty-eight (48) hours in duration over a seven (7) day period. Moving the vehicle does not restart the clock.
5. At no time shall anyone be allowed to sleep in the vehicle or use it's plumbing.

SECTION 6. SIGNAGE

A. Address Numbers

1. To ensure compliance with 911 regulations, address numbers will be installed on each home above the frame surrounding the garage door.
2. Address numbers must be clearly visible from the street and may be installed as individual numbers or as an address plaque. To create a harmonious streetscape, it is recommended that number measure approximately six (6") inches high by 10 to 17 inches wide, which will vary by numbers.

SECTION 7. EXTERIOR MAINTENANCE

1. The exterior of all residences shall be maintained such that all residences have a clean, well-cared for appearance.

2. Weeds and underbrush shall be removed, and all grass plants, trees, bushes, flower beds and similar landscaping shall be mowed, edged, pruned, and maintained.
3. No articles, furniture, trash shall be stored on front porches, the side of lots or other areas visible from the street or neighboring properties, to include across lakefronts.
4. Driveways, sidewalks, and other similarly paved surfaces shall be maintained in an appropriate manner.
5. The BOD and its agent, has the discretion to determine when a condition exists that detracts from the overall appearance of the Lot or causes a safety risk.

CHANGE LOG

DATE	CHANGE SUMMARY
2/21/2021	<p>Section 4H: Landscaping- Addition of Decorative Borders, stones</p> <p>Sections 4L: Playground Equipment/ Freestanding Chimneys/ Recreation Structures- Addition of In-ground basketball hoops</p> <p>Section 4U: Exterior Lighting, Herb Gardens, and Lawn Ornaments- Removed ARB approval for exterior lighting and lawn ornaments; Removed reference to front patio potted plants</p> <p>Section 4V: Flags and Flagpoles- Additional guidance added.</p> <p>Section 4W: Fences- Updated type of fencing allowed for lakefront homes.</p> <p>Section 4X: Signs and Banners- New section added.</p> <p>Section 5: Parking and Vehicular Restrictions- New section added that gathers related items from throughout the document in one section.</p>
4/26/2021	<p>General formatting corrections and addition of Change Log</p> <p>Section 2B: ARB Fee Schedule: Removal of fees for submission of ARB applications</p>
10/29/2021	<p>Section 4L: Playground Equipment/Freestanding Chimneys/Recreation Structures Removed all references related to shielding playground equipment by vegetation. Removed requirement that portable basketball hoops must be stored when not in use. Added requirement that portable basketball hoops must be secured during storms and periods of high winds, and may not be stored in a horizontal position for greater than seven days in front of, next to, or in an unfenced yard.</p>
2/10/2022	<p>Enforcement Process: modified verbiage related to required notice to a Homeowner to appear at Fine Committee Hearing.</p> <p>Violation Notification and Fining Timeline: Added step-by-step timeline beginning with initial notification through referral to attorney for collections.</p> <p>Section 3: PLANS AND SPECIFICATIONS: APPROVAL PROCESS: New section added clarifying Homeowner responsibility to ensure all proposed improvements are in compliance with any and all public access, governmental, and any other regulations, and Homeowner responsibility for any costs/actions related to corrective action.</p> <p>Section 4G: Driveways and Walkways: Clarified need for ARB approval prior to modifications</p>

	<p>Section 4U: Exterior Accent Lighting, Herb Gardens, and Lawn Ornaments: Extended number of days required for removal of seasonal holiday lighting and displays.</p> <p>Section 4V: Flags and Flagpoles: Extended number of days required for removal of seasonal holiday flags.</p> <p>Section 4X: Signs and Banners: Extended number of days required for removal of event specific.</p>
12/1/2022	<p>Enforcement Process: Reordered paragraphs to increase clarity of section. Added description of Fining Committee from CC&Rs. Corrected timeline for homeowner notification of imposed fines to align with FL statutes. Reworded and expanded explanation of each violation notification to remove ambiguity of previous descriptions. Addition of Tiered Fining Structure approved at Aug 3, 2022, BOD Meeting</p> <p>Section 2B: ARB Fee: Added fee for ARB applications submitted for improvements completed prior to ARB review and approval approved at Aug 3, 2022, BOD Meeting</p> <p>Section 4D: Storm Protection Devices/Storm Shutters: Extended timeline for installation and removal of protective devices pre/post storm</p> <p>Section 4J: Temporary Structures: Removed ‘moveable’ from structure description. Removed references to boats and mobile homes as they are included in Section 5.</p> <p>Section 4W: Fences: Removed outdated guidance related to fence installation on lots with easements. Added requirement for CDD approval for fence installation on lots that have an easement. Added statement clarifying homeowner’s responsibility for costs associated with removal/relocation of fences installed within an easement.</p> <p>Section 5B: Boats, RV, Trailers, Commercial Vehicles: Added additional guidance for boat and recreational vehicle storage permitted by CC&Rs</p> <p>Section 7: Exterior Maintenance: Added new section based on CC&Rs to increase clarity on frequently identified concerns with exterior maintenance.</p>
4/21/2023	<p>Section 4L: Playground Equipment/ Freestanding Chimneys/ Recreation Structures: removed requirement that playground equipment and recreations structures require ARB approval prior to installation.</p> <p>Section 6A: Signage: Renamed section from Address Plaques to Address Numbers. Clarified guidance on location and type of address numbers.</p>
11/15/2023	<p>Section 4K: Freestanding Structures: Added requirement that ARB Request must include the signature of adjacent parcel owners acknowledging they were notified of the proposed installation of requested structure. Signature does not approve or disapprove the request.</p>

	<p>Section 4Y: Installation, Display and Storage of Items: New section added to address to provide guidance on the storage and use of items on parcels in accordance with new FL State Statute 720.3045</p>
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